

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES (DGS)



REQUEST FOR SPACE ("RFS")

DGS-RFS-2012-02

Office of the Chief Technology Officer

The District of Columbia's Department of General Services (DGS) is seeking offers of office and warehouse space in the District of Columbia that satisfies the following criteria. Offered space must be contiguous within the building and/or with warehouse space adjacent to the office space. The initial occupying agency for the space is the Office of the Chief Technology Officer (OCTO) DC-Net.

Specific Requirements Include:

- **Space Requirement:** 25,000 Rentable Square Feet (RSF) warehouse and 35,000 RSF office for a total of 60,000 RSF
- **Location:** Facility must be within 1,500 feet of a metro rail station and easy access from major highways
- **Term:** 10 year term, with two 5-year renewal options
- **Delivery:** August 31, 2013
- **Use:** Flex Office and Warehouse
- **Loading Dock Access:** Require minimum of 2 loading docks that can accept two (2) heavy duty 60' semi-trucks, and one grade level entry door that you can drive a truck/fork-lift through with materials
- **Ceiling Height:** 15' minimum clear ceiling height for warehouse
- **Climate Controlled:** Warehouse must have heat and air conditioning
- **Parking:** 40 parking spaces available exclusively for District use
- **Shelving:** Landlord to provide heavy duty pallet racks with weight capacity of 20,000 pounds or better (InterLake InterRack pallet racks or equal).

In addition to the information above, please include the following:

A. Economic Terms: Including rent, free rent period, tenant improvement allowance and any other proposed financial terms.

B. Building name and address:

1. Ownership information
2. Contact information and e-mail address for owner's representative
3. Floor plans delineating specific area being offered
4. Describe the condition of space including utilities
5. Describe any proposed building renovations
6. Total amount of shelving being offered with the space.

CRITERIA FOR EVALUATION:

Evaluation and selection will be based upon the offer submitted, condition of the facility, availability of the space, as well as a site visit, and what is in the best interest of the District. Offers will be evaluated based on the criteria listed above. In addition, the District will consider the following factors:

Agency Operation: Is the space suitable to meet the operational needs of the agency?

Rate: Is the proposed Annual Rental Rate competitive according to current market conditions and competing bids?

Location: Is the property within 1,500 feet or less to a metro rail station?

Delivery Dates: Can the District occupy the premises by August 31, 2013?

Sustainability: Projects exhibiting significant achievement to reduce the environmental footprint and exhibit conservation of energy, water, or construction materials of the facility will be given additional consideration as a benefit to the District. Significant sustainability efforts include:

- Documentation of existing buildings achieving at minimum USGBC LEED Core & Shell (LEED CS),
- Documentation of New Construction & Major Renovations achieving (LEED NC) Certification, or LEED for Commercial Interiors (CI)
- A commitment statement indicating that the building plans to achieve LEED for Commercial Interiors (CI), LEED CS, or LEED NC
- An Environmental Impact Description detailing the building's sustainable features (e.g. Water conserving fixtures, High Efficiency HVAC systems, Energy Efficient lighting, Alternative energy equipment, etc...)

SUBMISSION REQUIREMENTS:

Please provide five (5) hard copies of the written offers in 12-point font size on 8.5"x 11" paper. Offers must also include a **signed** DC DGS FORM S-103 attached to this RFS. Offers must be hand delivered to:

Department of General Services
ATTENTION: Eric Harris
REFERENCE: **DGS-RFS-2012-2**
2000 14th Street, NW - 8th Floor
Washington, DC 20009
No phone calls please.

Facsimile Offers will not be accepted. Each Offer shall be submitted in a sealed envelope conspicuously marked: "**Offer in Response to DGS-RFS-2012-2.**"

A hard copy and electronic copy of the offers, with all required supplemental information and documentation, must be submitted to DGS by **July 9, 2012 at 3:00 p.m.** to be considered.

This Request for Space shall not be considered an offer to lease and DGS reserves the right to withdraw its solicitation at any time.